

LESSON 1: THE FEDERAL HAZARD COMMUNICATION STANDARD

TRAINER'S NOTES: Introduction and Learning Objectives

Note: *The Hazard Communication Standard (29 CFR Parts 1910, 1915, 1917, 1918, 1926, and 1928) is contained in the Federal Register, Vol. 52, No. 163, August 24, 1987.*

Ask trainees to look at the Introduction and Learning Objectives on page 1-1 of their Student Workbook and emphasize the following.

- Hazard Communication Standard was developed by OSHA — the Occupational Safety and Health Administration
- In this lesson, you'll see —
 - what OSHA does;
 - the basic goals of the Standard,
 - the actions required to help achieve these goals; and
 - which party or parties are responsible for carrying out each action.

TRAINER'S NOTES: Learning Resources

Videotape Segment 1, located on Tape 1.

LESSON 1: THE FEDERAL HAZARD COMMUNICATION STANDARD

INTRODUCTION

You have a right to work in a safe and healthful environment that is free from recognized chemical hazards. In *1983*, the Occupational Safety and Health Administration (OSHA) issued the Hazard Communication Standard for manufacturing operations to help protect this right for you. In *1987*, OSHA revised this standard and expanded the scope of the standard to include *ALL* workplaces where personnel are occupationally exposed to hazardous chemicals. This first lesson teaches you about the goals of this Standard and the actions it requires. You'll see how the Standard helps make sure that everyone —

- . understands the hazards of chemicals they work with; and
- learns how to minimize these hazards.

LEARNING OBJECTIVES

When you have completed this lesson, you should be able to do the following:

Identify the agency responsible for the Hazard Communication Standard and describe that agency's general responsibilities.

List the goals of the Hazard Communication Standard.

List the actions that the Hazard Communication Standard requires of chemical manufacturers, importers, management and employers.

LEARNING RESOURCES

- . Videotape Segment 1: The Federal Hazard Communication Training Program
- Workbook Application Exercise 1: Finding Out About Chemical Hazards
- Lesson Summary

TRAINER'S NOTES: Directions for Proceeding

Note: *The "Directions for Proceeding" sections in the Student Workbook are intended primarily for trainees taking the course as a self-study. In a classroom situation, you can skip over these sections and proceed directly to the introduction of the video segment.*

TRAINER'S NOTES: Introduction to Videotape Segment 1

Note: *Ask trainees to look at the videotape introduction on page 1-2 of the Student Workbook and emphasize the following.*

■ As we watch this videotape, you should learn —

- how OSHA works on your behalf;
- the basic goals of the Hazard Communication Standard; and
- the actions that the Standard requires of chemical manufacturers, importers, distributors, and employers.

DIRECTIONS FOR PROCEEDING

*Complete the following steps **in** order. You might want to check off each step as you complete it.*

- ___ 1) Read the workbook introduction to Videotape Segment 1.
- ___ 2) Watch Videotape Segment 1.
- ___ 3) Complete Application Exercise 1 in this Workbook,
- ___ 4) Read the Lesson 1 Summary in this Workbook

INTRODUCTION TO VIDEOTAPE SEGMENT 1: The Federal Hazard Communication Training Program

This videotape explains how the Occupational Safety and Health programs of the Federal government work in your behalf. The videotape helps you learn how the Hazard Communication Standard helps protect your right to work in a safe and healthful environment.

As you watch the **tape**, look for the **goals** of the Hazard Communication Standard. Also **pay careful attention** to the actions **required** of chemical manufacturers, importers, distributors, and employers, in your case, the Federal government.

If you wish, you may take notes on the following page as you watch.

Now, watch Videotape Segment 1.

STUDENT WORKBOOK PAGES: 1-2, 1-3

TRAINER'S NOTES: Sample Application Exercise

Answers in the Student Workbook always appear on the opposite side of the question page. In this Trainer's Guide, however, answers and additional information contained in the Student Workbook appear here. For example, the following is taken from page 1-6 of the Student Workbook. The question appears on page 1-5 of the Student Workbook.

Answer	Additional Information
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- | | |
|-------|---|
| A B C | <p>The Hazard Communication Standard requires that three documents be readily available to you for your everyday use: Hazard Warning Labels, Material Safety Data Sheets, and the Hazardous Chemical Inventory. With minor exceptions, the Standard also requires each facility to develop a local written program about how it will implement Hazard Communication.</p> <p>While your training is required under the Standard, there is no requirement for the use of textbooks.</p> |
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Note: *If you want trainees to complete Application Exercises on their own and check their answers, direct them to page 1-5 in their workbook. Have trainees complete the Sample Application Exercise and check their answer by folding over the page and then reading the additional information on page 1-6. Answer any questions trainees may have about completing the Sample Application Exercise before directing trainees to complete Application Exercise 1. If you plan to proceed through the Application Exercises as a group discussion activity, direct trainees to disregard pages 1-5 and 1-6 of their workbook and proceed to page 1-7.*

SAMPLE APPLICATION EXERCISE

Directions: Check or circle your answer(s) to each question, or write your answer in the blank provided. When you complete the exercise, fold over the right side of the page to check your answers. Then turn the page to get more information about each question. Remember, some questions may have more than one answer.

Here is a sample question:

Which of the following documents are required by the Hazard Communication Standard?

- A) Hazard Warning Labels
 - B) Material Safety Data Sheets
 - c) Hazardous Chemical Inventory
 - D) Chemical textbooks for training you
-

Fold the right side of the page over to check the answer. Then turn the page and begin Application Exercise 1.

Answer	Additional Information
A B C	<p>The Hazard Communication Standard requires that three documents be readily available to you for your everyday use: Hazard Warning Labels, Material Safety Data Sheets, and the Hazardous Chemical Inventory. With minor exceptions, the Standard also requires each facility to develop a local written program about how it will implement Hazard Communication. .</p> <p>While your training is required under the Standard, there is no requirement for the use of textbooks.</p>

TRAINER'S NOTES: Application Exercise 1

*Ask trainees to turn to page 1-7 of their Student Workbook and either lead the class through Application **Exercise 1** as a group **activity**, or **provide** time for students to complete the **exercise** individually or in small groups. The answers and additional information **given** below appear on pages 1-8 and 1-10 of the Student Workbook.*

Answer	Additional Information
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1) A B	
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	Chemical manufacturers and importers must obtain or prepare an MSDS for every hazardous chemical material they sell. The MSDS identifies the hazards of the chemical and ways to control those hazards. This document must be provided to anyone who purchases the material. Employers must have an MSDS for every hazardous chemical they use.
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	Manufacturers, importers, or distributors must ensure that each container of hazardous chemicals leaving the workplace is labeled, tagged, or marked with the identity of the material, all appropriate hazard warnings, and the name and address of the responsible party. The Hazardous Chemical Inventory is the responsibility of the end user.
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2) B C D	
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	The Hazard Communication Standard requires every employer to:
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|--|---|
| | <ul style="list-style-type: none">• Make MSDSs readily accessible to employees on all shifts, when they are in their work areas• Maintain an up-to-date Hazardous Chemical Inventory• Make sure that containers of chemical hazards in the workplace are labeled• Inform and train employees• Write a Hazard Communication Program |
|--|---|

3) C D	
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	The local written hazard communication program must contain at least the following
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- | | |
|--|---|
| | <ul style="list-style-type: none">• Complete Hazardous Chemical Inventory• Plans for labeling and providing MSDSs (but not the actual labels or MSDSs)• Plans for informing and training employees |
|--|---|

APPLICATION EXERCISE 1: Finding Out About Chemical Hazards

Directions: Check or circle your answer(s) to each question, or write your answer in the blank provided. When you complete the exercise, fold over the right side of the page to check your answers. Then turn the page to get more information about each question. Remember, some questions may have more than one answer.

- 1) Which documents must chemical manufacturers and importers obtain or prepare?
 - A) MSDS (Material Safety Data Sheet)
 - B) Label
 - c) Hazardous Chemical Inventory

- 2) Which action(s) does the Hazard Communication Standard require *EVERY* employer to take?
 - A) Prepare MSDSs
 - B) Make MSDSs available on every shift
 - C) Maintain an inventory of hazardous chemicals
 - D) Make sure that containers of hazardous chemicals are labeled

- 3) What must ~~the~~ written Hazard Communication Program contain?
 - A) Copies of all MSDSs
 - B) Copies of all warning labels
 - c) Complete Hazardous Chemical Inventory
 - D) Plans for informing and training employees

Answer Additional Information

4) A B Bylaw, you must be trained at the time of your **first** job assignment and whenever —

- . anew hazard is introduced into your work **area**; or
- you are assigned to perform a non-routine task.

Simply being assigned to a new job does not require chemical hazard training. Additional training takes place only if you are being introduced to anew chemical hazard.

5) A B C D Your training on hazardous chemicals must cover the following

- The Hazard Communication Standard itself and your rights under this law.
- . The labeling system being used at your facility.
- . The location and use of MSDSs.
- How to obtain all required written information.
- Where hazards in your work area exist and what those specific hazards are.
- . Safe work practices, precautions, and equipment required to protect you.
- . Correct procedures for handling emergency situations.
- Methods used to detect the presence or release of a hazardous chemical in your workplace.

Note: *Be **sure** to inform trainees that this training program does NOT coverall of the requirements listed above. For example, it does not cover specific hazards in each trainee's work area. Make **sure** trainees realize that additional training is generally needed to **comply** with the job-specific information and training requirements of the Hazard Communication Standard.*

Note: *Direct trainees either to **proceed** to the Lesson **Summary** when finished or to wait for further instructions. If time allows, ask the Optional Questions that begin on page 1-12 of this guide.*

- 4) When must you be trained about chemical hazards in your workplace?
- A) At the time of your first job assignment
 - B) Before anew hazard is introduced into your work area
 - c) When you change job assignments
- 5) What must your training on hazardous chemicals cover?
- A) The Hazard Communication Standard itself
 - B) Methods used to detect the presence or release of a hazardous chemical in your workplace
 - c) How to obtain and use MSDSs
 - D) How to protect yourself from chemical hazards
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*Now go back to page 1-7, fold over the right side of the page, and check your answers. Look on the back of the question page for more information on each question. If you are taking this course as a self-study, proceed to the Lesson Summary when you have finished. **If you are** taking this course in a classroom situation, wait for further instructions from your trainer when finished.*

TRAINER'S OPTIONAL QUESTIONS: Application Exercise 1

01) *List choices and ask:* What are the goals of the Hazard Communication Standard?

- A) Reduce the incidence of illness and injury caused by chemical hazards in the workplace,
- B) Identify and evaluate chemical hazards.
- c) Prevent the use of hazardous chemicals in the workplace.
- D) Communicate information about chemical hazards to both employers and employees.

Answer: A, B, D

The Hazard Communication Standard was developed to:

- Reduce the incidence of illness and injury caused by chemical hazards
- . Identify and evaluate chemical hazards
- . Communicate information about chemical hazards to management and workers.

OSHA requires employers — in this case, the Federal Government — to take **specific** actions related to these goals, but the Standard itself does not provide a detailed action plan. Instead, each facility must develop its own written program.

The Standard does *NOT* strive to prevent the use of hazardous chemicals in the workplace. Such a goal is unrealistic. Chemical materials are needed in the workplace, just as they are at home.

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STUDENT WORKBOOK: No Reference

02) *List choices and ask:* Which chemicals are hazardous?

- A) Liquids that ignite easily
- B) Dust that may cause a skin rash
- c) Anything that smells bad!
- D) Explosive materials

Answer: A, B, D

Chemical hazards are materials that can cause health problems, fires, explosions, or any other type of dangerous situation.

Smelling bad makes a chemical unpleasant to work with. However, not all bad smelling materials are hazardous. In fact, some people like the smell of gasoline, but inhaling this material may be harmful to your health.

03) *List choices and ask:* The standard gives you the right to review a copy of which of these documents?

- A) MSDSs for chemicals in your work area
- B) Warning labels
- C) The Hazardous Chemical Inventory
- D) The local written Hazard Communication Program

Answer: A, C, D

Under the Standard, employers must ensure that the required MSDS information is provided for each hazardous chemical and is readily accessible during each workshift to employees when they are in their work areas. The Standard also gives employees the right to inspect the Hazardous Chemical Inventory at any time during their shift, and to review the local written Hazard Communication Program.

Warning labels must be placed on containers of hazardous chemicals. Copies need not be made.

TRAINERS NOTES: Lesson 1 Review

*If time permits, review and **reinforce** learning objectives by asking the following **open-ended** questions answered in the **Summary** on the next page. Draw attention to the **Summary** for **future** reference.*

Q1) What federal agency is responsible for the Federal Hazard Communication Standard?

Answer: OSHA, the Occupational Safety and Health Administration, issued the Hazard Communication Standard in 1983, and expanded its scope in 1987.

Q2) What are the basic goals of the Hazard Communication Standard?

Answer: This Standard strives to achieve the following goals

1. Reduce the incidence of injury and illness caused by hazardous chemicals in the workplace.
2. **Identify** and evaluate chemical hazards.
3. Establish uniform requirements for communicating information about chemical hazards to both management and workers.

Q3) What are the basic actions required of chemical manufacturers and importers?

Answer: This Hazard Communication Standard requires chemical manufacturers and importers to do the following

1. Conduct hazard determinations to identify the hazards of, and appropriate control measures for the chemicals they produce or import,
2. Label all containers of hazardous chemicals leaving the workplace to communicate the identity of the material, all appropriate hazard warnings, and the name and address of the responsible party.
3. Obtain or prepare an accurate and up-to-date MSDS for each hazardous chemical material sold and provide a copy to every employer that purchases the chemical.
4. Add new information to the MSDS on the hazards of a chemical and/or appropriate control measures within three months after becoming aware of such information.

LESSON 1 SUMMARY

The Hazard Communication Standard was issued in 1983 and revised in 1987 by the Occupational Safety and Health Administration (OSHA). This Standard strives to achieve the following goals:

1. Reduce the incidence of injury and illness caused by hazardous chemicals in the workplace.
- 2, **Identify** and evaluate chemical hazards.
- 3, Establish uniform requirements for communicating information about chemical hazards to both management and workers.

To achieve these goals, the Standard requires certain actions. First, chemical manufacturers and importers must

1. Conduct hazard determinations to identify the hazards of, and appropriate control measures for the chemicals they produce or import.
2. Label all containers of hazardous chemicals leaving the workplace to communicate the identity of the material, all appropriate hazard warnings, and the name and address of the responsible party.
3. Obtain or prepare an accurate and up-to-date MSDS for each hazardous chemical material sold and provide a copy to every employer that purchases the chemical.
4. Add new information to the MSDS on the hazards of a chemical, and/or appropriate control measures within three months after becoming aware of such information.

The Standard also requires employers to do the following

- Maintain an MSDS for every hazardous chemical used and make these MSDSS readily available to workers on every shift.
- Make sure that containers of hazardous chemicals are labeled, tagged, or otherwise marked to **identify** the chemical and warn workers of the hazards it presents,
- Maintain an up-to-date list of all hazardous chemical materials known to be present in the workplace **and** make this list readily available to workers at all times.
- Inform and train workers.
- Maintain a written **local** Hazard Communication Program that describes how the organization complies with the above actions and make this written program available to employees upon request.

STUDENT WORKBOOK PAGE: 1-11

Q4) What are the basic actions required of all facilities?

Answer: The Standard requires employers to do the following

1. **Maintain** an MSDS for every **hazardous** chemical used and make these MSDSS readily available to workers on every **shift**.
2. Make sure that containers of hazardous chemicals are labeled, tagged, or otherwise marked to identify the **chemical** and warn workers of the hazards they present.
3. Maintain an up-to-date list of all hazardous **chemical** materials known to be present in the workplace and make this list readily available to workers at all times.
4. Inform and train workers.
5. Maintain a written a local Hazard Communication Program that describes how the operating unit complies with the above actions and make this written program available to employees upon request.